

**Smith House Skilled Nursing Facility  
Board of Director's Meeting  
Stamford Government Center**

**Thursday, October 18, 2014  
8 A.M.**

**Board Members Present:** Sharon Bradley, Moira Colangelo, Anne Fountain, Michael Handler (via telephone), Ted Jankowski, Larry (Chuck Pace)

**Member(s) Absent:** Mary Fedeli, Sal Gabriele, Dorothy Mueller, Michael Pansini, Vito Quivelli, Christopher Tasik, Dr. Henry Yoon

**Other Attendees:** Robert Mislow, Robert Robitaille, David Yanik

1. Call to order by Vice Chair Sharon Bradley at 8:30 a.m. A quorum was not present.
2. Approval of September 18, 2014 Meeting minutes – no action.
3. **Financial Reporting** – Ms. Colangelo reported that the Finance Committee of Smith House would be revived. She will work with Robert Mislow and Robert Robitaille to set up an initial meeting.

Mr. Robitaille reviewed the financial statements. YTD billed revenue is down \$260k from forecast, believed to be from over projected patient census numbers. Expenses were running just under budget. Cash of \$3.3 million for the first quarter of FY 2015 remained strong.

A discussion ensued about the way expenses, particularly overtime are budgeted versus how the expenses are actually incurred. It was decided that the Smith House Finance Committee should address the issue and report back to the board. (Mr. Yanik joined the meeting at 8:50 AM)

4. **Foundation** - Mr. Pace is working on the Foundation Open House and is looking for assistance. Ms. Fountain said she would contact the United Way Volunteer Center for assistance.
5. **Executive Director's Report** – Mr. Mislow met with O'Donnell Marketing Group (the marketing group hired by Smith House). The O'Donnell Group presented new logo ideas and made initial recommendations regarding an Information Center, the website and possible billboard signage. No further marketing progress can be made until the contract with O'Donnell is signed.

**Electronic Medical Record** – RFP's for the hardware and software have been received. The medical sub-committee will review the responses.

**Design Review** – Ms. Bradley raised the question of whether the conversion is a viable course of action given the decreasing Medicare trends. Ms. Bradley and the Medical sub-committee will revisit the conversion of the Garden Room to the gym.

## 6. Committee Reports

**Marketing** – the project is on hold pending the signing of the contract with O'Donnell.

**Budget 2016** – Mr. Mislow reported he went before the Finance Fiscal Committee of the Board of Reps of the City to discuss grant and capital proposals for FY 2016. He stated the solar project was tabled and he is working with engineering on the Natural Gas project; an RFP for the roof repairs/replacement (the roof continues to leak). Smith House has been bonded for \$200k for a new generator and is looking for grant funds for the balance of the project. Also, the contract for snow removal after November 15, 2014 is in place and the new plow truck will be available after that date. The bus will be in service as of January 1, 2015.

**Medical** – Mr. Mislow informed the board that the APRN contract has not been signed and is held up in the legal department of the City (since July 2014). A discussion ensued regarding the critical need for these services. He also noted that there are seventeen Smith House contracts waiting for legal review/approval. Ms. Bradley will send a letter from the board to the Legal Department asking that the APRN contract be expedited and for an updated status on all other contracts/agreements.

**Meeting adjourned at 9:44 AM**

Respectfully submitted by

Moirra T. Colangelo  
Secretary